

DISTRICT BOARD OF HEALTH

Thursday, June 13, 2024
3:00 p.m.
Bristol-Burlington Health District Office
240 Stafford Avenue
Bristol, CT 06010

AGENDA

- 1. Audience Participation**
- 2. Approval of Board of Health Meeting Minutes of May 9, 2024**
- 3. Approval of Bills paid in May, 2024**
- 4. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health**
- 5. New Business**
 - a. Report from the Finance Committee**
 - b. Strategic Plan Discussion and possible committee formation**
 - c. Review of Board Retreat follow-up**
 - d. Board Self- Evaluation timing**
 - e. Liability insurance discussion with Shipman & Goodwin LLP**
- 6. Old Business**
 - a. Designate fund balance**
- 7. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

May 9, 2024

A meeting of the Bristol-Burlington Health District's Board of Health was held in the Bristol-Burlington Health District Office, 240 Stafford Avenue, Bristol, Connecticut

Present: Shannon Mulz, Chairwoman
James Moylan, Vice Chairman
Jack Lu
Kathy Langlais
Doug Thompson

Bristol liaison: Mayor Jeffrey Caggiano

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary

Audience in Attendance: Skip Gillis, Bristol, CT

The meeting was called to order by Chairwoman Mulz at 3:04 p.m.

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes April 11, 2024

Motion by Doug Thompson, seconded by James Moylan to approve the Board of Health Meeting Minutes of April 11, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in April, 2024

Motion by James Moylan, seconded by Doug Thompson to approve the April, 2024 bills.

All in Favor. Motion carried.

4. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

Director Palmeri begins, with the permission of the board, by going over his director's report. Director Palmeri discusses the School Health program, noting that the percentage of children in schools who are vaccinated against measles is very high. Director Palmeri notes obtaining the number of vaccinated homeschooled children is more difficult. Director Palmeri mentions that the Department of Public Health has created a portal to assist with managing a measles outbreak.

Director Palmeri briefly goes over Community Health, presenting a confidential Community Intake Form BBHD may use to assist in assessing the population which BBHD serves. Mr. Lu and Ms. Langlais offer their advice and input on the intake form. Mr. Moylan speaks to employee safety, to which Director Palmeri states that no BBHD employee ever goes to perform any outreach alone.

Director Palmeri goes on to briefly discuss an upcoming meeting with Wheeler Clinic, CMHA, CHC and Bristol Health to become more collaborative which will better the services within our community. Director Palmeri also notes that these collaborative efforts will assist with BBHD's responsibility of ensuring new students are enrolled within the required timeframe.

A motion by Doug Thompson, seconded by James Moylan to table this month's New and Old Business until next month.

All in Favor. Motion carried.

5. New Business

- a. Report from the Finance Committee
- b. Strategic Plan Discussion and possible committee formation
- c. Review of Board Retreat follow-up
- d. Board Self- Evaluation timing
- e. Liability insurance discussion with Shipman & Goodwin LLP

6. Old Business

- a. Designate Fund Balance

7. Executive Session relating to Review of confidential – Attorney Client Privileged Work Product and Pending or Threatened Actions Exempt from Disclosure

Motion to enter into Executive Session by James Moylan, seconded by, Chairwoman Mulz at 3:49 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairwoman Mulz at 4:50 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

MAY 2024
BILLS
FY 23-24

FICA	\$ 29,842.20	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
LIABILITY INSURANCE: LIFE/DISABILITY - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE	\$ 4,782.17	
LEGAL FEES	\$ 8,433.00	
LEGAL FEES - School Health (Shipman & Goodwin)	\$ 747.00	
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 9,134.57	
-EQUIPMENT MAINTENANCE	\$ 794.95	
-TELEPHONE	\$ 672.48	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING	\$ 63.00	
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 569.06	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 377.28	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.70	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 7.40	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES		
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 9,558.83	
-EQUIPMENT		
-TELEPHONE	\$ 38.70	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 972.17	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	\$ 116.10	
CDCY3 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES		
-PROFESSIONAL FEES		
ELC24 GRANT		
-PROGRAM SUPPLIES		
-PROF. FEES	\$ 3,993.52	
-ADMIN FEES		
-REPAIRS AND MAINTENANCE		
-AUTO INSURANCE		
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 94.02	
-VEHICLE LEASE		
IMM25 GRANT		
-PROF. FEES		
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 1,000.00	
-CONF. & MEMBERSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 1,380.00	
-PROG. SUPPLIES	\$ 33.22	
Total:	\$ 72,648.37	